

# URGENT ACTION FUND

## FOR WOMEN'S HUMAN RIGHTS

### Monitoring, Evaluation and Learning (MEL) Consultant Scope of Work Urgent Action Fund for Women's Human Rights (UAF)

#### **About UAF**

Mission: Urgent Action Fund partners with women's movements worldwide to support women's human rights defenders striving to create cultures of justice, equality and peace.

Urgent Action Fund for Women's Human Rights is a feminist fund that protects, strengthens and sustains women and transgender human rights defenders at critical moments. We intervene quickly when activists are poised to make great gains or face serious threats to their lives and work. We respond to requests from women's human rights defenders within 72 hours and have funds on the ground within 1-7 days.

Urgent Action Fund builds the resilience of women's rights and LGBT rights movements in three ways:

- **Rapid Response Grantmaking**: We award rapid response grants to women and transgender human rights defenders in Central Asia, the Middle East, Western and Eastern Europe, the South Caucasus, Russia, Turkey, the United States, and Canada. Activists apply for grants of up to \$8,000 USD in any language on any day of the year and are guaranteed a response within 72 hours.
- **Advocacy & Alliance-Building**: We leverage the power we have as a funder to advocate for women and transgender human rights defenders.
- **Global Consortium of Urgent Action Funds**: We are one of four Urgent Action Funds. Together with our sister funds: **Urgent Action Fund-Africa**, **Urgent Action Fund-Latin America**, and **Urgent Action Fund-Asia Pacific** we collectively support gender justice and human rights movements globally.

#### **MEL Consultancy Scope of Work**

UAF seeks a MEL Consultant to work with the Senior Learning and Impact Officer (and relevant staff) to assess its current MEL system and to identify areas for capacity building and strengthening to foster and improve continuous learning, documentation and real-time evaluation. The Consultant will support the creation of a MEL system that moves the organization towards practicing feminist and equitable evaluation. The Consultant will also support the Senior Learning

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and Impact Officer to engage with UAF's staff, advisors, partners and key grantees to contribute to the co-creation of this MEL framework.

*(NOTE for Phases: Timeline & activities are approximate and may need to be adjusted.)*

### **Phase 1: Assessment of Current MEL System & Stakeholder Engagement**

- Work with the Senior Learning and Impact Officer (and relevant staff) to take stock and assess the needs, gaps and capacity needed to strengthen our current staff's MEL skills and MEL system and to incorporate feminist and equitable MEL principles and approaches *(Months 1-3/July-September)*
  - Orientation/Desk Review of Documents: Review and assess the current MEL framework (evaluation questions, outcomes and indicators, existing final report templates) *(July/August)*
  - Develop a stakeholder engagement plan that includes processes and ways to engage with our Program staff, advisors, grantees and partners to get feedback/insights (what is feasible and realistic, what resonates, what's in it for them) to co-create a MEL framework and system to meet segmented learning and evaluation needs *(Months 1-2/July-mid-August)*
    - Interview relevant stakeholders (staff & board) about UAF's MEL system (for external stakeholders such as advisors, grantees - what they want to learn from our grantmaking) *(August-September)*
  - Build staff capacity in understanding equitable evaluation & approach *(August-December)*
  - Explore and identify areas of alignment and overlap in feminist and equitable evaluation that can be applied to UAF (in consideration of its current staff capacity & structure, budget and time parameters) *(July-October)*
- Identify areas to strengthen UAF as a learning organization (What are things we need in place? Key questions we need to ask and reflect?) *(Months 1-3/July - September)*
  - Survey staff, board, advisors and grantees what they want to focus on learning and how they enjoy learning
  - Help to create processes around continuous learning, data collection and feedback loops that contribute to timely trends analysis and strategy development to inform our work

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### Phase 2: Co-Create MEL Workplan and Framework

- Based on assessment of MEL system and stakeholder feedback, develop and refine a MEL framework and workplan (*Months 4-6/October-December*)
- Identify what is missing to support a full MEL system. (*Months 1-6/July-December*)
  - 1) Identify and work on areas for improvement in our current MEL framework and system: revise and refine evaluation and learning questions, outcomes and indicators, data collection tools that integrates feminist and equitable evaluation approaches.
  - 2) Identify additional resources/funding, staffing, capacity, tools needed & provide recommendations to operationalize a fully functional MEL system that integrates feminist and equitable evaluation approaches.

### Reflection & Feedback Loops:

- Regular check-ins with MEL consultant and Sr. Learning and Impact Officer. This includes deeper-dive check-ins to reflect on the process and make adjustments to the work plan, as needed.
- Produce drafts of key deliverables for sense-making and feedback that feed into final adjustments (see below)

### Key Outputs & Deliverables:

- Assessment report of MEL system - what's missing and how to strengthen to include feminist and equitable frameworks and approaches (*Months 1 & 2/July-August*)
- Workplan identifying the processes for engagement with relevant stakeholders for the co-creation of a MEL framework (*Months 2 & 3/August-September*)
- Engage with relevant staff and stakeholders (key advisors, board members) for input on MEL framework components (*Months 3-4/September-October*)
- Capacity-building assessment report that identifies trainings and/or articles/readings to build MEL staff capacity & staffing structures and resources to further operationalize and strengthen our MEL system (*Months 4-5/October-November*)
- Draft of evaluation and learning questions, outcomes and indicators, final report templates, data collection tools (to test and pilot later) (*Month 5/November*)
- MEL Framework & Workplan (evaluation questions, learning questions, methodologies, data collection plan and tools, frameworks for analysis,

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processes for continuous learning and learning feedback loop) that integrates feminist and equitable evaluation practices

- o *Draft & feedback on draft MEL framework and workplan (Month 5/November)*
- o *Final framework and workplan (Month 6/December/January 2023)*

### **Experience & Skills (Required/Preferred):**

- Experience working with a feminist and/or human rights funder (or in the philanthropic space) on the development of a MEL system and framework
- Basic knowledge and/or exposure to rapid response grantmaking (or short-term/mini-grants) and experience with evaluation of this type of grantmaking
- Experience with feminist evaluation and/or equitable evaluation frameworks (*in theory and practice*)
- Women's human rights, intersectional feminisms or gender justice understanding and analysis (*in a global context*)
- Experience with both quantitative and qualitative methodologies, data management and analysis
- Strong excel skills, especially in distilling and manipulating data for analysis
- Understanding and experience with adult learning and creating organizational learning cultures and practices (*e.g. use of appreciative inquiry, listening & learning feedback loops*)
- Experience working across a multi-cultural team in different US and global time zones
- Flexible work hours (US time zone with preference for Pacific [PST])
- Alignment with UAF's feminist principles and values
- English language proficiency

**Reports to:** Huong Nguyen, Senior Learning and Impact Officer (*West Coast-based*)

**Location:** Remote

**Timeframe:** 6-month consultancy (*depending on the start month/date [July/August], this may end in January 2023*)

**Compensation:** \$40,000 total in 2 phases (*3-month initial contract [July/August to September/October], with possible extension (based on quality of deliverables) for additional 3 months [October/November-December 2022/January 2023] for an additional \$20,000*)

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**To Apply:** Please submit the following: 1) cover letter, 2) CV/resume & 3) proposal outlining your workplan, days proposed and your rate. If you have any samples of your work (optional), please attach.

**Deadline for Submission:** June 20, 2022

Please Email at [consultants@urgentactionfund.org](mailto:consultants@urgentactionfund.org) with "UAF MEL Consultant & YOUR NAME/CONSULTING FIRM" in the subject heading. We will reach out to you by the end of June.

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